

DEPARTMENT OF ENERGY
COUNTRY CLEARANCE CABLE AND
LETTER OF INVITATION GUIDE
FOR ENTRY INTO RUSSIA

17 April 2000

Preface

The purpose of this guide is to assist you in understanding the requirements for efficient and effective country clearance cable processing, Russian Government generated Letter of Invite request procedures, and Visa requirements for citizens of the Russian Federation. This is not meant to be a step by step guide on cable preparation, but rather a guideline document to promote a general understanding of clearance cable requests and letter of invitation requirements.

Country clearance is required for all official travelers to Russia conducting U.S. Government business.

The requirements listed herein reflect a combination of Department of State, Department of Energy, U.S. Embassy, Moscow and Russian Government agency requirements for the processing of the paperwork described. The DOE Moscow office looks to serve program offices in an efficient and timely manner, furthering their ability to accomplish the agency's mission in Russia.

If there are any further questions regarding country clearance request requirements, visa requirements or this guide, please do not hesitate to contact the DOE Moscow office at 7-095-956-44-11.

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SECTION I

U.S. EMBASSY MOSCOW - DEPARTMENT OF ENERGY GENERAL DOCUMENT GUIDELINES

A. OFFICIAL LETTERS

- All DOE Headquarters/Laboratory official letters to Russian Government agencies must be sent to DOE Moscow office (DOE-M), for transmittal to the appropriate Russian agency or institute. DOE Moscow will obtain a signed receipt for the letter for high level trips or upon request. Do not send such communications directly to the Russian agency or institute. This is not to disrupt your direct contact or relationships with your Russian partners; the U.S. Embassy must keep record of all official communications between the Russian Government and U.S. partners.
- 2. Any correspondence at the ministerial level requires an Ambassadorial cover note. This requirement applies to correspondence to a Russian Ministry or from a U.S. Cabinet official. This letter must be sent to DOE-M, which will draft the Ambassador's cover note, obtain the signature, and forward the letter to the Russian Ministry. Obtaining the Ambassadorial cover note will add 1-2 days to the delivery process.
- 3. All delegations traveling through Moscow, St. Petersburg, Yekaterinburg, or Vladivostok must offer an in/out country briefing in the country clearance request. Delegations traveling to Moscow may conduct their briefing either in a meeting at DOE-M or by phone. Delegations should however contact the Embassy on arrival to set briefing time. Delegations traveling outside of the Moscow Region should contact the Consulate office on arrival in the area and offer a briefing. These briefings help keep the Ambassador informed of problems and/or progress related to programs in Russia.

SECTION II COUNTRY CLEARANCE REQUIREMENTS

A. WHEN A COUNTRY CLEARANCE IS REQUIRED

1. Country clearance is required for all travelers conducting official U.S. Government business in Russia.
2. If an individual's travel is being paid for using U.S. Government funds, he/she must have a country clearance cable. This applies to all interpreters, contractors, and subcontractors as well.

B. COUNTRY CLEARANCE REQUIREMENTS IN GENERAL

1. When traveling *within the Moscow consular district* and no Embassy assistance is requested, a MINIMUM of five (5) working days are required by DOE-M to process cables for travel.
2. For all other requests (travel to Moscow requiring Embassy support or travel outside the Moscow consular zone), a MINIMUM of ten (10) working days are required by DOE-M to process cables for travel. The cable requesting country clearance must be sent both to the Embassy in Moscow and the appropriate Consulate office.
3. Requests submitted for processing after the time periods outlined in Sections II(B)(1) and (2) will not be processed by DOE-M except in extraordinary and unusual circumstances. No copies of the cable need to be faxed in advance.
4. In the event that all details regarding travel are not immediately available, additional information and changes may be sent in follow-up cables, PROVIDED, the original request provides DOE-M with sufficient information to begin processing the request. Any follow-up cable must reference the original cable sent to DOE-M.
 - a. "Sufficient information" refers to the amount of information necessary for DOE-M to process a request, as determined by DOE-M staff. This includes from the sections listed below IIC1 (Personal Information of Requesting Parties) in its entirety, IIC2b, and IIC3a, b, d and e.
 - b. Substantial additional information must be sent in the form of a cable. Due to unreliable local telecommunication systems and organizational issues, no emails, phone calls or faxes conveying substantive changes can be accepted. However, phone calls are acceptable to alert DOE-M to any last minute cables or minutia detail changes, such as phone numbers for points of contact, etc.
 - c. Changes in travel dates from those specified in the original cable are substantive changes and require an amended cable, except as mentioned in Section C below.

- d. In the event that the exact date of travel is not known when the original cable is sent, a one to two day “cushion” may be written into the cable. No further notification is then necessary IF: 1) Embassy support has NOT been requested AND 2) the actual dates of travel fall within the cushion. If Embassy support has been requested and the actual travel dates fall within the cushion, the requesting office must provide DOE-M with those dates by phone as soon as they are known. Any time the actual travel dates fall outside of the cushion, an amended cable is required. This cushioning provision is being provided as a courtesy, and should be the exception to clearance cable request procedures rather than the rule.
5. In the event of visits to Russia by Cabinet-level officers, the Vice President or the President, the Embassy usually declares a travel “black-out” for two weeks prior to the visit, and the week of the visit. During these periods, official travel is restricted and each country clearance request must be approved by the Ambassador or the Deputy Chief of Mission by special waiver to be granted through DOS. (Note: in the past it has been required to get clearance from the Office of the Vice President prior to sending the request to post.)
 - a. DOE-M will send a cable informing headquarters about black-out periods and encourage DOE travelers to plan with such periods in mind.
- C. SPECIFIC REQUIREMENTS OF COUNTRY CLEARANCE CABLE
1. Personal Information of Requesting Party/Parties.
 - a. Name (s) of those requesting country clearance.
 - b. Organizational affiliation of each individual requesting country clearance.
 - c. Current passport number for each individual.
 - d. Passport expiration date for each individual.
 - e. Date of birth of each individual.
 - f. Security clearance of each individual. The clearance must be listed in terms of State Department clearance guidelines; DOE clearance designations are not acceptable. (Note: DOE “L” clearance–Secret; “Q” clearance–Top Secret; or
 - g. Social security number for any individual coming for a long-term TDY assignment or an extended stay at DOE-M.
 - “Extended stay” is defined as ninety (90) days or longer.
 2. Purpose of Travel and Facilities to be Visited.
 - a. Facilities and/or organizations to be visited.
 - b. Detailed description of the purpose of the visit. Making general statements such as, “to follow up on MPC&A discussions at facility,” are not acceptable.

- c. Clearance requests with six (6) or more travelers need to explain and articulate, with sufficient detail, the function of each traveler and the need for such a large group. Justification may be stated in a summary form. Insufficient detail will result in a delay in processing by DOE-M, and a delay in the application of the Section II(B)(1) and (2) deadlines. This requirement does not apply where delegation sizes have explicitly been established through bilateral agreement.
 - d. Clearance requests for DOE/HQ/Laboratory travelers to Russia MUST include both a daytime and after hours point of contact and telephone numbers during their stay in Russia. Only one phone number is not acceptable. If the place people will be staying does not have a main desk operated 24 hours a day, then the home phone number of the Russian point of contact should be provided.
3. Itinerary of Travel.
- a. Must include the arrival and departure dates and cities to be visited. A description of any in-country travel including stopovers must be included.
 - b. The name of the facility and the city to be visited must be included.
 - c. If the clearance requests logistical arrangements be made by DOE-M, more detailed information, including arrival/departure flights and times, and details of any domestic travel must be included.
 - d. Laboratory personnel/contractors must include any meetings with Minatom, GAN or other governmental officials.
 - e. State whether the trip includes closed-city access request.
4. Embassy/DOE-M Support Requests.
- a. Clearance requests must list all support requested of the Embassy/DOE-M, including but not limited to, booking meetings, hotel reservations, transportation arrangements, Embassy access, and interpreter requests for meetings. See Section D for additional info on requests for assistance.
 - b. In all cases where Embassy assistance is requested, DOE fiscal data must be included in the clearance request unless DOE-M has been provided with a general fiscal data account. Fiscal data includes the following categories: (i) appropriate ID; (ii) agency/bureau code; (iii) allotment code; (iv) obligation number; and (v) function code.
5. The failure to provide any of the aforementioned information may result in DOE-M deeming a clearance request incomplete. As a result of being deemed incomplete, DOE-M will delay processing of such a request until sufficient information for the clearance is submitted. DOE-M will notify the requesting office as soon as possible that insufficient information was received. Once sufficient information is submitted, the time restrictions in Sections I(B)(1) and (2) will apply. The discretion to deem a clearance request incomplete rests solely with DOE-M.

D. REQUIREMENTS FOR SUPPORT SERVICES OFFERED BY DOE-M

1. In all cases where payment for service is required, DOE fiscal data must be included in the country clearance cable requesting this support. Such information cannot be accepted via email, phone, fax or other form because the Embassy Budget and Fiscal office cannot process a voucher without fiscal data unless fiscal data is reflected in the cable, or general fiscal data account has been implemented with DOE-M. General fiscal data may be sent to DOE-M and will be drawn down as needed.
2. All requests for Embassy/DOE-M support must be included in the country clearance request. Given the volume of requests the office handles, separate phone calls, faxes, emails, etc. to DOE-M cannot be accepted. Additional information regarding such requests may be sent in follow-up cables, but this often delays the processing of such requests. The deadlines stated in Sections II(B)(1) and (2) will begin to apply from the receipt by DOE-M of the information needed to process the country clearance request..
3. A SINGLE CLEARANCE REQUEST should be submitted for a group traveling together to the same facility or meeting. A single point of contact should coordinate all logistical arrangements for the entire group. The country clearance request cable should indicate who will be the point of contact for the group.
4. The following services may be requested from DOE-M:
 - a. Hotel reservations.
 - Our office will always try to book travelers at a requested hotel, but may change hotels if the Embassy rate is not available.
 - Fiscal data information must be supplied to guarantee reservations.
 - Names of travelers must be presented to hold a reservation.
 - Each traveler is responsible for his/her own bill upon checkout.
 - A first and second choice for hotel may be requested in the clearance request.
 - When feasible, DOE-M recommends all laboratory travelers make their own hotel reservations when a government rate is comparable to the Embassy rate.
 - b. Airport Meet-and-Greet
 - Executive Meet-and-Greet
 1. \$20 per person, provided by Intourtrans Company. Service includes expedited passage through customs, assistance with luggage, and coordination with a rent-a-car company. Intourtrans can also provide a car for hotel transfer for \$50 if no other arrangements have been made, and will be paid by the Embassy through fiscal data provided by the program.
 - Arrival.
 1. Pick up at airport and transportation to hotel.

2. Cost is between \$35 and \$60 depending on the size of the vehicle.
 3. Fiscal data is required.
- VIP Facilitation
 1. Expedited passage through passport control and customs performed by AECA.
 2. Fiscal data is required.
- c. Departure.
 - Pick up at hotel and transportation to airport.
 - Costs vary depending on the size of the vehicle.
 - Fiscal data is required.
- d. Local transportation.
 - Approximately \$17 per sedan per hour; \$20 per van per hour. More detailed pricing information available upon request.
 - When transportation services are used for more than six hours, one full day will be invoiced.
 - The official delegation representative must sign the driver's invoice acknowledging the number of hours worked.
 - Fiscal data is required.
- e. Access to the Embassy Compound and Embassy Services.
 - Travelers with a need for unescorted access to the Embassy compound, and for access to cleared sections of the Embassy must provide the traveler's security clearance in the clearance request.
- f. Domestic air tickets.
 - Aeroflot, Transaero, and other national airline tickets can be purchased at the Embassy.
 - Fiscal data is required.
- g. Domestic rail tickets.
 - Fiscal data is required.
- h. Interpreters.
 - Cost \$25-\$40 per hour; minimum of one-half day costs \$100.
 - Voice-over subject specific interpretation \$30-\$40 per hour.
 - The official delegation representative must sign the interpreter's invoice acknowledging the number of hours worked.
 - Note: translator service cancellations must be made with 24 hours notice or 3 hours will be invoiced at \$25 per hour.
 - Fiscal data is required.
- i. Document translations.
 - \$15 per translated page (220 words of Russian text or 250 words of English text. If a document includes tables or graphics, a payment rate should be discussed individually).
- j. Scheduled Meetings/Correspondence.
 - DOE-M is available to request and arrange meetings with individuals from Russian organizations and facilities.

- In the case of meetings with senior Russian Ministry officials, these requests should be outlined in the clearance request, including point of contact's phone/fax numbers when possible, to allow for sufficient lead time for arrangements.
 - For policy-related meetings involving any Russian governmental agency, Embassy representatives should be offered an opportunity to attend the meeting. The Embassy reserves the right to determine when a meeting is potentially policy related.
5. The failure to request assistance from DOE-M in a country clearance cable when such assistance is necessary, will result in the clearance request being deemed insufficient. Only when DOE-M receives an updated cable containing information sufficient to process the request will the deadlines outlined in Sections II(B)(1) and (2) apply. DOE-M retains the discretion to determine when sufficient information has been submitted.
6. Prices are subject to change; current prices may be obtained from DOE-M.

SECTION III

LETTER OF INVITATION REQUIREMENTS (DOE TRAVELERS TO RUSSIA)

A. GENERAL GUIDELINES FOR A LETTER OF INVITATION REQUEST

1. Please remember that requests for letters of invite are forwarded to the relevant RF government agency for consideration. Please word your request for a letter of invitation (LOI) as a request, and not an order.
2. The requesting party (DOE HQ or Laboratory) must send a copy of the request through DOE-M to any facility where access is requested, with a cover note to the appropriate Russian government organization who will issue the LOI. (Note: for Minatom, address the cover note to Yuri Busurin, International Relations Department).
 - a. The letter should be written on DOE letterhead, signed by someone from DOE Headquarters.
3. To cover the costs incurred by LOI requests, a general fund cite should be sent to DOE-M by every DOE program office requesting LOI from Minatom or other government organizations. This fund cite can also cover other costs such as translation, reserving conference rooms and such. Each program should determine the appropriate amount to maintain in the cite based on frequency of travel to Russia, but \$500 provides a good base.
4. Official letters to Government agencies must be sent to DOE-M, which will deliver the letter to the appropriate Russian agency. Receipts will be obtained for high level delegations and upon request.
5.
 - a. Requests for single entry visas should be sent to Minatom through DOE-M ten working days before the trip or forty five days if the trip itinerary includes a closed city. Minatom requires the following personal information:
 - Full Name
 - Title
 - Affiliation
 - DOB
 - POB
 - Passport #
 - Passport Expiration Date
 - b. Requests for multiple entry visas should be sent thirty days before the trip. Minatom requires a passport photocopy (the page with the picture and signature) and the following personal information:

Full Name
Sex
Title
Affiliation
Work Address
Office Phone/Fax
DOB
POB
Passport
Passport Expiration Date
Home Address

B. DEADLINE REQUIREMENTS FOR LETTERS OF INVITATION

1. For travel to Moscow or any other open city, Minatom requires ten (10) working days before the requesting party arrives in Russia to process the paperwork.
 - a. DOE-M must receive requests for LOIs with sufficient time to deliver the requests to Minatom in compliance with the ten day requirement.
2. For travel to any closed city, requests for LOIs must be received by Minatom no later than forty-five (45) days before the requesting party intends to arrive in Russia. The more specific info provided as to the travelers planned activities in the closed city, the easier it will be for Minatom to process the access request.
 - a. DOE-M must receive requests for LOIs with sufficient time to deliver the requests to Minatom in compliance with the forty-five day requirement.
 - b. Special requirement for access requests to closed cities under the HEU Transparency Program
 - If the requesting party plans to visit more than one Russian closed city without leaving Russia, the request for LOI must mention that the individual plans on visiting multiple closed cities before departing Russia.
3. Please note that even where there is no special paperwork or time requirement for a city, certain individual facilities still require advance notice. This notice period may be up to 45 days or longer, depending on the facility.

C. REQUIRED ELEMENTS FOR THE LETTER OF INVITATION

1. Name of the facility to be visited, if any, name of town, and proposed dates of visit.
2. Detailed explanation of the purpose of the visit, indicating under which DOE programs the visit will take place and which DOE Headquarters program office and/or national laboratory has the lead.
3. Dates of requested window for visa LOI. The requesting party may need a wider visa

window than the visit dates.

4. Total number of people expected to be a part of the delegation upon arrival.
 - a. Indicate the exact number of people listed as alternates and explain why alternates are needed. Make sure all alternate parties are indicated as such.
 - b. If there are interpreters in the delegation, their number should be broken out.
 - c. If the delegation has more than six (6) members, an explanation for why so many persons are needed should be included.

SECTION IV

VISA REQUIREMENTS FOR CITIZENS OF THE RF

EAGLE-MANTIS

Recent changes to the process of issuing U.S. visas to official foreign travelers on science and technology related trips to the United States has significantly increased the amount of time it takes for Russian travelers on DOE business to acquire their U.S. visas. The new policy is designed to enable the U.S. government to monitor travel to the U.S. by foreign government officials working in the fields of science and technology, in order to ensure to the greatest extent possible full compliance with export control regulations.

1. All U.S. visa applications submitted by foreign science and technology officials are sent to the U.S. State Department which, in turn, sends them out to the U.S. interagency community for review. The U.S. Embassy in Moscow cannot issue U.S. visas to Russian officials traveling to the U.S. on DOE business until the interagency review process is complete or the 10 day waiting period has expired for certain cases.
2. To ensure that Russian travelers receive their U.S. visas on time, official letters-of-invitation should be sent one month (30 calendar days) prior to the expected visit. The letter of invitation should be written with very large windows for arrival and departure dates.
3. DOE officials should follow up by calling their point-of-contact for the Russian delegation and encouraging him/her to see that all Russian travelers submit their visa applications within a couple of days of receiving the letter of invitation.
4. From the time that Russian travelers submit their U.S. visa applications to the U.S. Embassy in Moscow, it takes a minimum of 10 working days to clear this process, and may take longer. Neither DOE-M nor the U.S. Embassy in Moscow can do anything to expedite this process once the Russian travelers have submitted their visa applications. This process is controlled by Washington.